



**Ft. Lauderdale/Broward County EMA
Broward County HIV Health Services Planning Council**

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HIV PLANNING COUNCIL COORDINATION

Governmental Center Annex, Room A-337
Ryan White Part A Program Office
115 S. Andrews Avenue, Ft. Lauderdale, FL 33311
October 26, 2012 – 11:30 a.m.

Meeting Notes

	ATTENDEES
1	Kuryla, S. HIVPC Chair
2	Gammell, B. HIVPC Vice Chair
3	Jones, L. Part A Grantee
4	Odusanya, S. Pt. A Grantee office
5	LaMendola, B. Support staff

1. CALL TO ORDER

The HIVPC Chair called the meeting to order at 12:01 p.m.

2. REVIEW GROUND RULES, STATEMENT OF SUNSHINE & PUBLIC COMMENT REQUIREMENTS

The HIVPC Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised about the meeting ground rules. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed.

3. WELCOME AND INTRODUCTIONS

Committee members, guests, grantee staff and support staff self-introductions were made.

4. MOMENT OF SILENCE

A moment of silence was observed.

5. REVIEW:

- ❖ Meeting Agenda: 10/26/12
- ❖ Meeting Minutes: 9/14/12

6. HIVPC BUSINESS MEETING IN COMMUNITY

Staff reported that the Executive Committee had recommended the ad Hoc By-Laws Subcommittee consider changing the By-Laws requirement that the HIVPC meet 2-3 times per year at locations in the community. As a result, no action was taken on scheduling community meetings. The group suggested that By-Laws also discuss whether to change the requirement that HIVPC hold a minimum of 9 business meetings per year.

7. UPDATE ON COMMITTEE COORDINATION MEETINGS

The HIVPC Vice Chair reported he had two coordination meetings, with the co-chairs of the Joint Client/Community Relations Committee and the co-chairs of the Joint Priorities Committee. He said the discussions went well, with the co-chairs receptive to having their committee members devise specific actions to help Broward County meet the goals of the National HIV/AIDS Strategy. A session with the chair of Membership/Council Development was set to begin at the end of this meeting (it was later postponed due to a schedule conflict). The Vice Chair said he was confident all the committees would develop their suggestions in time to report to the Joint Executive Committee on Nov. 15, in order to allow the development of new committee work plans. Any work plan items relating to Part B will be shared with Part B leadership.

Staff reported on a JCCR proposal to start having informational presentations at each meeting, and to start meeting quarterly in the evenings in the community. The Grantee suggested having presentations on Council-related subjects during the daytime meetings to targeting the committee members, and have presentations on HIV-related topics during evening meetings targeting the public. The Chair and Vice Chair suggested the Membership committee plan the training sessions, consider conducting some or all of the sessions targeting JCCR members, and offer to do the training in other committees as well.

8. HIVPC RETREAT

The Grantee and HIVPC officers said they did not see a need to have a Joint Executive retreat in January, in light of the one completed in September. A good time for a retreat of the full HIVPC would be the normal February meeting date. A main topic would be the revised 2013 committee work plans that will be developed and rolled out by then. Central Broward Park would be a good location.

9. JCCR SUGGESTION ON VOLUNTEER MENTORS

Staff relayed an idea from the JCCR Co-Chairs that they would encourage their committee members to attend meetings of other HIVPC committees. The goals are for JCCR members to learn and also to offer more consumer input on issues. If that happens, the JCCR Chairs request that other Chairs match up one of their committee members to act as a mentor to the visiting JCCR member. The HIVPC Chair and Vice Chair said they would encourage it whenever possible.

10. ADJOURNMENT

The meeting was recessed at 12:55 p.m. It was reconvened by the Vice Chair at 2 p.m. and adjourned with no further business conducted.